



THE COUNTY OF SONOMA
INVITES APPLICATIONS FOR THE POSITION OF

REGIONAL EMERGENCY MEDICAL SERVICES MANAGER

SALARY: Hourly: \$31.01 - \$37.70
Monthly: \$5,393 - \$6,557

FINAL FILING DATE: Weds, Aug 23, 2000 at 5:00 p.m.
Tentative Oral Examination Date: Thursday, Sept. 14, 2000
Tentative Interview Date: Friday, Sept. 15, 2000

FOR PURPOSES OF THIS EXAMINATION, MAILED APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE OR THEY WILL NOT BE CONSIDERED.

NOTE: This recruitment is being conducted to fill one current full time vacancy in the Department of Health Services Emergency Medical Services (EMS) Agency.

THE POSITION:

Under direction of the Director of Public Health Division/Health Officer and in consultation with the regional county participants, the Regional Emergency Medical Services Manager administers, coordinates and evaluates the county emergency medical services and disaster preparedness systems of the Coastal Valleys Regional EMS Agency including Sonoma, Mendocino, and Napa Counties. The Agency coordinates with the 49 fire departments 11 ambulance providers and eight law enforcement agencies of the Region. The Region encompasses a population of approximately 700,000 inhabitants, and has an agency budget of approximately 1.2 million dollars. The Regional EMS Manager coordinates and evaluates the various EMS subsystems including: pre-hospital care, trauma care, emergency medical facilities and education, and testing and certification of field EMS personnel; assists the Health Officer in disaster planning; and performs related duties as assigned. The incumbent will have direct supervisory responsibility for six Sonoma County EMS staff, including an Advanced Life Support (ALS) Coordinator, Trauma Coordinator, Ambulance Operations Coordinator, two EMS Specialists, and a Secretary.

The most qualified candidates will possess a solid EMS background that includes coordination with multiple jurisdictions and other EMS agencies in the state, as well as solid administrative skills in budget, personnel, and contract management. Strong oral and written communication skills and collaboration skills are essential.

MINIMUM QUALIFICATIONS:

Education: Any pattern of education which would provide an opportunity to acquire the knowledge and abilities listed. Normally, graduation from an accredited four-year college with major course work in health care administration, public administration, management, nursing, emergency medical or disaster preparedness would provide such opportunity.

Experience: Any pattern of experience which would provide an opportunity to acquire the knowledge and abilities listed. Typically, three years of full-time, paid experience with organizations of a public or private nature engaged in emergency medical services planning or implementation; OR in the study and analysis of health operations and activities; OR in a closely related field would provide such opportunity.

License: Possession of a valid California driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.

KNOWLEDGE AND ABILITY:

Working knowledge of: federal, state and local regulations, practices and standards relating to disaster preparedness; contemporary principles, practices and theory of management and supervision techniques; organization, functions and activities of county government; contemporary pre-hospital, medical services, and practices; federal, state and local laws and regulations pertaining to pre-hospital medical services.

Ability to: develop and maintain constructive working relationships with Regional EMS Agency personnel within Sonoma County and other State and County jurisdictions, pre-hospital care providers, trauma system providers and others; establish effective working relationships with a variety of officials of member counties, related jurisdictions, agencies and departments; evaluate and coordinate pre-hospital medical services; design and conduct technical studies and reports; speak and write effectively; evaluate and coordinate disaster medical needs.

SELECTION PROCEDURE: This selection procedure will consist of the following examination(s):

1. An Application and Supplemental Questionnaire Appraisal (pass/not pass) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications, and for educational course work, training, experience, knowledge and abilities which relate to this position.
2. If a significant number of qualified applications is received, an oral examination (weight 100%) will be conducted. Only the most suitably qualified applicants from the application and supplemental questionnaire appraisal will be invited to an oral examination. Candidates must receive a final passing score of at least 70% in order to be placed on the eligible list.

A background investigation is required prior to appointment to regular positions and some temporary jobs. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Background information obtained from reference checks will not be made available to candidates.

Additionally, a medical examination, including a drug and alcohol screening, will be required prior to employment. Please see additional information as provided in the attached General Employment Information and Employee Benefits page regarding the general employment process.

SUPPLEMENTAL QUESTIONNAIRE

These questions are designed to assist you in presenting your qualifications for this position. Your answers to these questions and your employment application will be thoroughly evaluated in order to determine the most suitably qualified applicants to be invited to the oral interview examination. It is expected that you will be as complete and specific as possible. A resume may be submitted, but will not be accepted in lieu of a completed supplemental questionnaire. Your answers should be submitted on 8½x 11 paper, preferably typewritten, and submitted with your completed employment application. ***Please limit your total response to not more than three typewritten pages.***

Applications submitted without a completed supplemental questionnaire will not be considered.

1. Describe an EMS-related project or task you have completed involving multiple agencies and/or jurisdictions. Include in your response, a description of your role in the project, the project goal, the obstacles you encountered and how you resolved them, and the outcome of the project. Also include the approximate project dates, your job title, and the agency you worked for.
2. Describe your management experience related to the following:
 - a. Budget development and administration
 - b. Contract and grant development
 - c. Supervision of personnel (Include the number and positions of those supervised, and describe briefly your responsibilities related to interviewing, hiring, performance evaluation, counseling, discipline, grievances, and termination).
3. Describe two major trends or issues in the EMS field and discuss your views on each.